



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP PENDLETON, CALIFORNIA 92055-5001

BO 7220.13  
BC3  
20 Nov 89

BASE ORDER 7220.13

From: Commanding General  
•To: Distribution List

Subj: DESIGNATION OF LOCAL COMMUTING AREA

Ref: (a) JFTR, Vol I (NOTAL)

Encl: (1) Map of Local Commuting Area

1. Purpose. To designate local commuting area for military and civilian personnel assigned to Camp Pendleton, California.

2. Background. On occasion, it is necessary for Marines assigned to commands aboard Camp Pendleton to travel to adjacent cities and installations on official business. Paragraph U3500.B of reference (a) permits the commander directing and authorizing travel to specify a local commuting area for reimbursement purposes.

3. Action

a. For Marines assigned to commands located aboard Camp Pendleton, California, the following areas are to be considered within the local commuting area for mileage reimbursement:

- (1) North to Los Angeles, San Bernardino, and Barstow.
- (2) East to Twentynine Palms, Indio, and El Centro.
- (3) South to the Mexican/USA border.

(4) Any point encompassed within the designated place in paragraphs 3a(1) through 3a(3) above.

b. Members commuting from their home or permanent station to a designated area within the local commuting area on official business and returning the same day may be authorized travel via privately owned conveyance as advantageous to the government and may be reimbursed under the provisions of paragraph U4102.G of reference (a). This Order only applies where a member commutes within the designated local commuting area. It does not apply to a commute which spans two calendar days; TAD orders would be required in such cases.

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\* c. Members may travel from their residence or permanent duty station to the area of official business. However, paragraph U3505.C2 of reference (a) states that reimbursement will be based on mileage that exceeds the member's commuting distance. Claims for reimbursement for local area travel will be submitted on the Standard Form 1164, "Claim for Reimbursement of Expenditures on Official Business." Paragraph U4102.H of reference (a) applies. Any member performing TAD within the local commuting area within a 10-hour period is not entitled to per diem, but would be reimbursed for transportation cost (mileage) and for military only, if required to procure meals at personal expense, for such meals (not to exceed two per day).

d. Any member, military or civilian, TAD for longer than 10 hours, even if within the local commuting area, would be entitled to mileage reimbursement and per diem based on the quarter day system. Paragraph U4125.A3E of reference (a) applies.

e. Generally, a written travel order is not necessary when travel is performed within the limits of a permanent duty station or within a local designated commuting area when it is known that the travel claim will involve reimbursement for commercial transportation or mileage allowance for the use of a privately owned conveyance approved as being more advantageous to the government. Authorization for the performance of local travel may be verbal, by letter or message, or by travel order, if deemed appropriate. Paragraph U2100 of reference (a) applies.

4. Availability of Forms. The form mentioned in this Order can be procured from Self-Service.

5. Applicability. This Order is applicable to all commands, organizations, units and activities located on Camp Pendleton.



M. E. LOWE  
Chief of Staff

DISTRIBUTION: A-3 plus Disb (10)/DCP (15)  
B-2



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CF

BO 7220.13 Ch 1  
BC3  
17 Dec 92

BASE ORDER 7220.13 Ch 1

From: Commanding General  
To: Distribution List

Subj: DESIGNATION OF LOCAL COMMUTING AREA

Encl: (1) New page inserts to BO 7220.13

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove the letterhead page and page 2 of the basic Order and replace with corresponding pages contained in the enclosure.

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

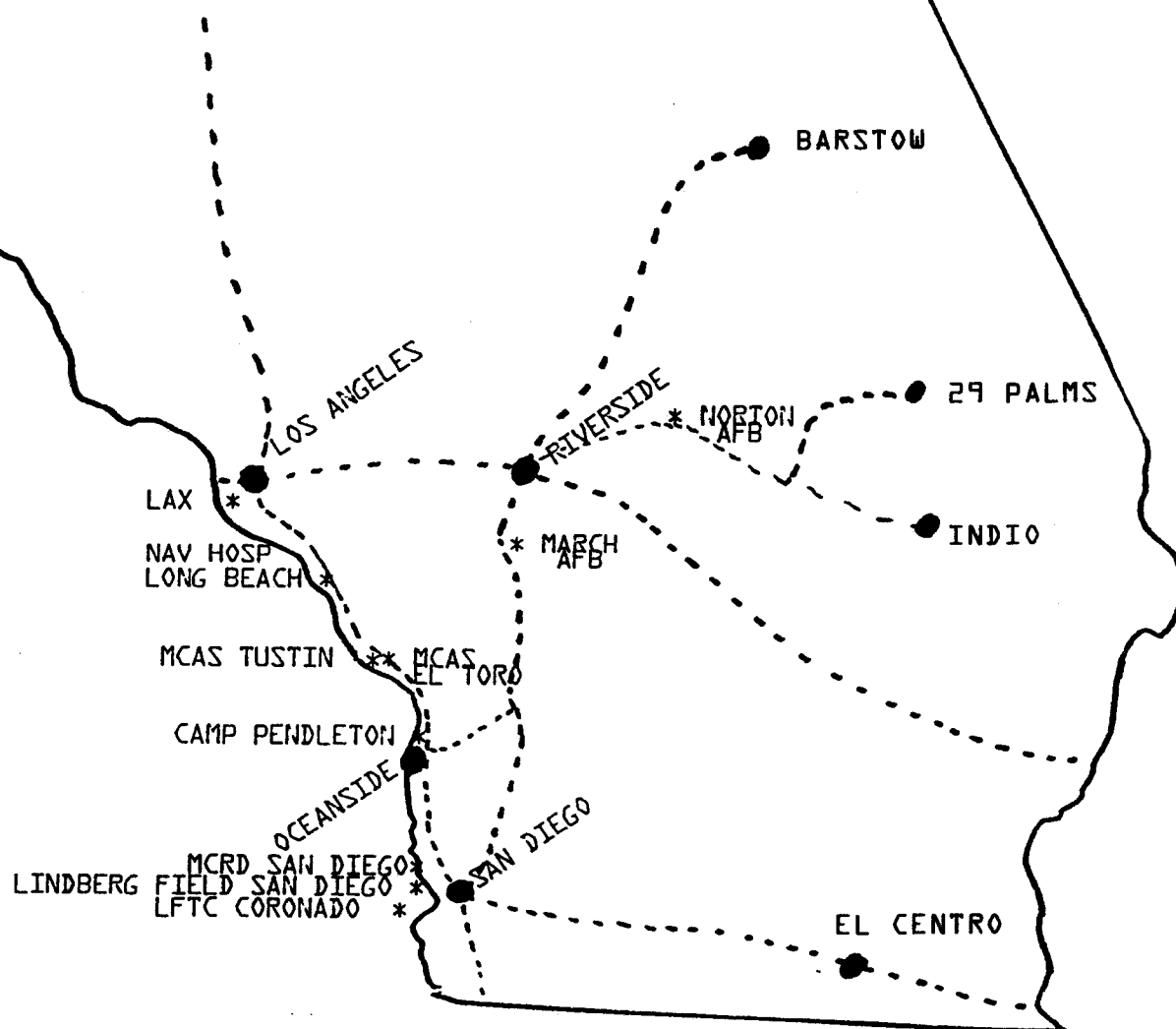
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

*M. E. Lowe*

M. E. LOWE  
Chief of Staff

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MAP OF LOCAL COMMUTING AREA



ENCLOSURE (1)